

**REQUEST FOR APPLICATIONS (RFA): JA-FSA-0720-10**

**Government of the District of Columbia  
Department of Human Services  
Family Services Administration**

**FY 2010**

**Information, Education and Outreach and Case Management  
for Victims of Domestic Violence**



**DHS/FSA invites the submission of applications for funding through the Family Violence Prevention Services Information, Education, Outreach and Case Management services for victims of domestic violence in the District of Columbia who are not residing in a safe confidential shelter.**

**Announcement Date: 7/19/2010**

**RFA Release Date: 7/30/2010**

**Pre-application Conference Date: 8/12/2010**

**Application Submission Deadline: 8/30/2010**

**LATE APPLICATIONS WILL NOT BE FORWARDED TO THE REVIEW PANEL**

## **Executive Summary:**

The Family Services Administration (FSA), Department of Human Services (DHS), Government of the District of Columbia, is accepting applications for fiscal year (FY) 2011 to provide information, education and outreach services required for the prevention of family violence. The purpose of the Family Violence Prevention and Services Program is to establish, maintain, and expand programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents.

<b>Funding Opportunity Title:</b>	Family Violence Prevention Services Grant for information, education and outreach services for victims of domestic violence in the District of Columbia who are not residing in a safe confidential shelter  (Short: Family Violence Prevention Services Grant for Information, education and outreach services)
<b>Funding Opportunity Number:</b>	<b>(RFA): JA-FSA-0721-10</b>
<b>Due Date for Applications:</b>	August 30, 2010
<b>Anticipated Total Available Funding:</b>	\$95,000
<b>Estimated Number of Awards:</b>	Up to 3 awards
<b>Estimated Award Amount:</b>	Up to \$45,000 per year
<b>Length of Project Period:</b>	One year
<b>Eligible Applicants:</b>	Local private, non-profit organizations based in and serving the target communities in the District of Columbia

# **NOTICE**

## **PRE-APPLICATION CONFERENCE**

**ATTENDANCE IS RECOMMENDED**

**Information, Education and Outreach and Case Management  
for  
Victims of Domestic Violence in the District of Columbia**

**RFA : JA-FSA-0721-10**

**WHEN:**

**August 12, 2010**

**WHERE:**

**Family Services Administration (FSA)  
645 H Street, N. E. 5<sup>th</sup> floor  
Washington, D. C. 20002**

**TIME:**

**3:00 p.m. – 4:00 p.m.**

**CONTACT PERSON:**

**Dr. Sheila Y. Jones  
Family Services Administration  
645 H Street, N. E. 3<sup>rd</sup> floor  
Washington, D. C. 20002  
202-299-2155**

**Please RSVP to: FSA no later than August 5, 2010 as seating is limited.  
You may RSVP via telephone to Dr. Sheila Jones, Program Administrator,  
202-299-2155, or by way of email to [Sheilay.jones@dc.gov](mailto:Sheilay.jones@dc.gov).**

**Checklist for Applications**  
**Family Violence Prevention Services Grant Applications**  
**Counseling and Case Management Services for Victims of Domestic Violence**

- The applicant organization/entity has responded to all sections of the Request for Application (RFA).
- The Applicant Profile (found in Attachment “A”) contains all the information requested and is placed at the front of the application.
- The Certifications and Assurances listed in Attachment B & C are complete and contain the requested information.
- The application is submitted with two original receipts, found in Attachment D, attached to the outside of the envelope or package for DHS’ approval upon receipt.
- The Work Plan is complete and complies with the format found in Attachment E of the RFA.
- The Staffing Plan is complete and complies with the format found in Attachment F of the RFA.
- The Program Budget is complete and complies with the format found in Attachment G of the RFA. The budget narrative is complete and describes the category of items proposed.
- The applicant organization/entity has referenced Definitions pertaining to this grant found in Attachment H of the RFA.
- The applicant has read and signed the Statement of Confidentiality found in Attachment I of the RFA, and has submitted signed copies for all staff who will work on this project.
- Applicant organizations/entities pursuing this opportunity as a collaborative effort have completed and submitted a Collaboration Commitment Form, found in Attachment J of the RFA, for each collaborative partnership entered into.
- The application is printed on 8 ½ by 11-inch paper, single-spaced, on one side, using Times New Roman 12 point-type with one-inch margins.
- The program narrative section is complete and conforms to a 20-page limit for this section of the RFA submission.
- The applicant is submitting six copies of the application: the required original and five (5) copies.
- The application format conforms to the guide listed in Section VI Application Format listed on page 34 of the RFA.
- The appropriate appendices, including program descriptions, staff qualifications, individual resumes, licenses, and other supporting documentation are enclosed.
- The application is submitted to DHS/Family Services Administration no later than 5:00 p.m., EDT, on the deadline date of August 30, 2010 .

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**Government of the District of Columbia  
Department of Human Services  
Family Services Administration (FSA)**

**Request for Applications: JA-FSA-0721-10**

**Information, Education and Outreach  
To Under-served Victims of Domestic Violence**

**SECTION I GENERAL INFORMATION**

**Introduction**

The Family Services Administration (FSA), Department of Human Services (DHS), Government of the District of Columbia, is soliciting detailed proposals to provide counseling and case management services required for the prevention of family violence. The purpose of the Family Violence Prevention and Services Program is to establish, maintain, and expand programs and projects to prevent family violence and to provide immediate shelter and related assistance for victims of family violence and their dependents.

In accordance with Title IV-B, Subpart 2 of the Social Security Act of 1935, as amended (42 U.S.C. §629), the Family Preservation and Support Services Program provides funds to state agencies to develop needed services and to help bring about better coordination among child and family services programs and support services to victims of domestic abuse. FSA expects to make one award for the services discussed herein. A start-up and phase-in schedule shall be explicitly developed.

**Target Population**

Family Violence Prevention services are designed to serve District of Columbia residents who are victims or potential victims of domestic violence and their dependents, but not necessarily residing in a confidential safe shelter. The population includes victims and potential victims of domestic violence including married or co-habiting adults, families with children, adolescents, and the elderly.

**Eligible Organizations/Entities**

Applications are requested from private, non-profit organizations based in, and serving the target communities in the District of Columbia.

**Source of Grant Funding**

The funds are made available through the U. S. Department of Health and Human Services,



Administration of Children and Families, Family Violence Prevention Services Grant managed by the D. C. Department of Human Services, Family Services Administration.

### **Award Period**

This grant is being offered for one year with an option to renew for two additional years. The grant will begin on October 1, 2010 or as soon as possible thereafter, and continue through September 30, 2011, with an option to renew for two additional years if the project is successful, the Department determines that it is in the interests of District of Columbia residents to continue, funds are available, and the U. S. Department of Human Services accepts a continuation of services. FY '11 grant award funds must be expended by September 30, 2011.

### **Grant Awards and Amounts**

Approximately \$95,000 will be awarded to fund information, education, outreach and case management services for victims of domestic violence as outlined in the Program Scope in Section II.

### **Use of Funds**

Grant funds shall only be used to support activities delineated in the Program Scope of this RFP and/or included in the applicant's submission as part of their model program. Applicants shall only use grant funds to support family violence prevention activities including counseling and case management services for victims of domestic violence and their children who are not residing in a confidential safe shelter. Grant funds cannot be used to provide direct financial assistance to clients and their families.

### **Indirect Costs Allowance**

The applicants' budget submissions must adhere to a fifteen-percent (15%) maximum for indirect costs.

### **Required Match**

Grantees shall provide a match as specified in section 303 (e) of the Family Violence Prevention and Services Act -- i.e., a 20% match of the grant for existing programs and a 35% match for new programs. The match can be in the form of either cash or in-kind, but may not include any Federal funds provided under any other authority.

### **Contact Person**

For further information, please contact:

Dr. Sheila Jones, Program Administrator  
645 H Street, N. E.  
Washington, DC 20002

202-299-2155  
Sheilay.jones@dc.gov

## **Internet**

In order to receive updates and/or addenda to this RFA, or other related information, applicants who obtain this RFA through the Internet are advised to immediately email the following information to Dr. Sheila Jones, Program Administrator at [sheilay.jones@dc.gov](mailto:sheilay.jones@dc.gov).

- Name of applicant organization
- Contact person
- Mailing address
- Telephone and fax numbers
- Email address

## **Notice of Intent**

Organizations who anticipate submitting an application in response to this request should send a brief letter via email or mail to the Program Administrator. The Notice of Intent is not mandatory nor does it provide any specific obligation with regard to the review or award process.

## **Pre-Application Conference**

The Pre-Application Conference will be held at 645 H Street, N.E. on Thursday, July 29, 2010, from 3:00 p.m. to 4:00 p.m. at the offices of the Family Services Administration. The meeting will be held in the fifth-floor conference room.

## **Explanations to Prospective Grantees**

Applicants are encouraged to e-mail their questions to Dr. Sheila Jones on or before August 13, 2010 at 4:30 p.m. Questions submitted after the deadline date will not receive responses. Please allow ample time for mail to be received prior to the deadline date.

## **Deadline Date**

The RFA will be issued on Thursday, July 20, 2010. The Pre-Application Conference will be held on July 29, 2010 and the deadline for submissions of all applications is **Monday, August 30, 2010 at 4:45 p.m.** Applications sent via mail must be postmarked and received by the deadline. Applications that are received by the deadline date will receive an electronic acknowledgment. **NO SUBMISSIONS WILL BE ACCEPTED AFTER 4:45 p.m. on August 30, 2010.**

## SECTION II

## PROGRAM SCOPE

### **Part 1- Public Information and Education Campaign Focusing on Under-served Asian Population**

#### **Overview**

The Department of Human Services/Family Services Administration expects to reach American/pacific Islander (A/PI) communities in the District of Columbia with information about domestic violence and where victims of domestic violence can go for services. Information, education, and outreach into the (A/PI) community can be accomplished through workshops, conferences, distribution of safety information and plans, participation in public events that highlight domestic violence issues, public service announcements, publication of information in Asian language newspapers, and distribution of brochures and flyers about domestic violence.

#### **General Responsibilities**

The following tasks must be included and defined as part of all model programs:

***Outreach*** – Grantees will be responsible for targeted outreach activities in order to educate and inform a (A/PI) population(s) about domestic violence and where victims of domestic violence can seek assistance.

***Capacity*** – The applicant will be responsible for developing, planning, and conducting an information, education and outreach campaign about domestic violence for the A/PI community. The applicant will not be responsible for direct services to victims of domestic violence, but shall keep and submit to the grant manager statistical information about the number of requests for assistance received from victims of domestic violence in the A/PI community and the number of clients referred for services.

***Targeted Goals/Objectives*** – The applicant must provide details about their involvement in the neighborhood it wishes to serve and how, based on that experience, it has derived the model proposed for funding. For example, a proposal might include definitive plans to provide services during nontraditional hours if it has been the experience of the organization that contact with the A/PI community is most accessible during nontraditional hours. There must be clearly defined outcomes that are measurable in terms of the number of people reached in the A/PI community.

***Contact Planning*** – Information, education, and outreach is needed for the Chinese, Vietnamese, and Korean communities in the District of Columbia. Once initial contacts are made, a plan for engaging and educating the target populations about domestic violence must be developed. DHS will develop reporting requirements for the grantees. Grantees have up to three (3) months to implement the information, education, and outreach campaign, and all activities shall be completed within the program year. Please note that the DHS program monitor will be available for consultation.

## **Target Population**

The target population for this portion of the grant shall be the Asian/Pacific Islander communities in the District of Columbia and service providers that serve victims of domestic violence. The A/PI communities include, but are not limited to: Chinese, Vietnamese, and Korean residents, victims and potential victims of domestic violence including married or co-habiting adults, families with children, and the elderly.

## **Additional Grantee Requirements**

The grantee must ensure that it will:

- Participate freely with the DHS monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Include in your model, plans to ensure that if help is sought, the proposed population has a means to access additional sources of services and supports, as appropriate.
- Obtain approval of the DHS Grant Manager of flyers and brochures prior to printing to ensure that appropriate citations are included and the focus of the flyers and brochures meet the public information and education needs for which they are designed to address. Printed material must cite the funding source: U.S. Department of Health and Human Services/Family Violence Prevention Services Grant and D. C. Department of Human Services/Family Services Administration.
- Include in your model a demonstration of your ability to provide documentation of outcomes, including program successes, unmet needs, barriers, and problems encountered in the implementation of this grant.
- Include in your model a demonstration of your ability to conduct a public awareness and education campaign on issues related to domestic violence for the A/PI community that shall include information about the prevalence of domestic violence, warning signs, the impact of domestic violence on children, and how and where victims may go for help.
- Include a demonstration of your ability to conduct a campaign that may include, but not be limited to: workshops to provide information and education to Asian-American communities about domestic violence and workshops to provide information to service providers about serving the A/PI community to increase access to services.
- The grantee shall include in your model a demonstration of your ability to develop and distribute informational materials printed in Chinese, Vietnamese, and

Korean with additional Asian languages, as appropriate, and which may include, but are not limited to: brochures, flyers, and public service announcements which will provide information to educate the targeted Asian-American public about domestic violence and provide information about where victims can go for assistance;

- The grantee shall include in your model a demonstration of your ability to develop and distribute resource information about support services, particularly those which serve the Asian-American/Pacific Islander communities, to provide information about emergency shelter, counseling, financial assistance, health services, and legal assistance for victims of domestic violence.
- The grantee shall include in your model a demonstration of your ability to develop and provide information about domestic violence through interviews, conferences, panel discussions, television and radio programming, newspapers, and other specific gatherings that reach into the Asian-American/Pacific Islander communities in the District of Columbia;
- The grantee shall include in your model a demonstration of your ability to develop partnerships with community-based agencies that serve victims of family violence to ensure that the Asian-American community is represented.

### **Confidentiality of Records**

This RFP does not anticipate the provision of direct services; but if victims of domestic violence become known to the grantee, all information concerning victims of domestic violence is to be held strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the Information, Education and Outreach grant.

### **Reporting Requirements**

The Grantee shall be prepared to complete and submit the following reports.

**Monthly Reports:** Grantees should be prepared to report information to DHS in a manner

conducive with the data-base management system to be utilized for this grant and provide a monthly report to the program administrator by the 10<sup>th</sup> day after the end of each month of services provided, regarding the progress towards completion of tasks and requirements in the scope of service. At a minimum, data collection items will include the following information:

- draft copies of all educational and any other materials for use in implementing this grant, for approval by Family Services Administration prior to preparation in final form and dissemination;
- the dates and location of all domestic violence information, education, and outreach activities conducted during the reporting month;
- the number of A/PI women, men, and adolescents reached in the information, education, and outreach activities (e.g. workshops, seminars, courses, fairs, public events, etc.);
- demographics of the population served;
- information about collaboration with other organizations serving the target population; and
- status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, identification of any exceptional issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas.

**Final Report:** The applicant shall submit to the program administrator, at the DHS/FSA, a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

**Unusual Incident Reports:** The Grantee shall report unusual incidents by facsimile or telephone to the Program administrator within 24 hours of the event, and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative Agency's employees or Grantee's staff) or customers and is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical facility; complaints from families of clients; requests for information from the press, attorneys, or government officials outside of DHS staff involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

### **Security Certifications**

Since the applicant will come into contact with students or residents under 18 years of age, the applicant must provide certifications that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by D.C. Official Code § 4-1501.01 *et seq.*, and any other applicable D.C. law. Except for professionals licensed in accordance with D.C.

Official Code §3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

### **Certifications and Assurances**

Applicants shall complete and return the Certifications (Attachment B) and Assurances (Attachment C) with the application submission.

## **Part 2 - Public Information and Education Campaign Focusing on Under-served Latino Populations**

### **Overview**

The Department of Human Services/Family Services Administration expects to reach the Latino community in the District of Columbia with information about domestic violence and where victims of domestic violence can go for services. Information, education, and outreach into the Latino community can be accomplished through workshops, conferences, distribution of safety information and plans, participation in public events that highlight domestic violence issues, public service announcements, publication of information in Spanish-language newspapers, and distribution of brochures and flyers about domestic violence.

### **GENERAL RESPONSIBILITIES**

The following tasks must be included and defined as part of all model programs:

***Outreach*** – Grantees will be responsible for targeted outreach activities in order to educate and inform the Latino population(s) about domestic violence and where victims of domestic violence can seek assistance.

***Capacity*** – The applicant will be responsible for developing, planning, and conducting an information, education and outreach campaign about domestic violence for the Latino community. The applicant will not be responsible for direct services to victims of domestic violence, but shall keep and submit to the grant manager statistical information about the number of requests for assistance received from victims of domestic violence in the Latino community and the number of clients referred for services.

***Targeted Goals/Objectives*** – The applicant must provide details about their involvement in the neighborhood it wishes to serve and how, based on that experience, it has derived the model proposed for funding. For example, a proposal might include definitive plans to provide services during nontraditional hours if it has been the experience of the organization that contact with the Latino community is most accessible during nontraditional hours. There must be clearly defined outcomes that are measurable in terms of the number of people reached in the Latino community.

**Contact Planning** – Information, education, and outreach is needed for the Latino communities in the District of Columbia. Once initial contacts are made, a plan for engaging and educating the target populations about domestic violence must be developed. DHS will develop reporting requirements for the grantees. Grantees have up to three (3) months to implement the information, education, and outreach campaign and all activities shall be completed within the program year. Please note that the DHS program monitor will be available for consultation.

## **Target Population**

The target population for this portion of the grant shall be the Latino communities in the District of Columbia and service providers that serve victims of domestic violence. The Latino communities include victims and potential victims of domestic violence including married or co-habiting adults, families with children, and the elderly.

## **Additional Grantee Requirements**

The grantee must ensure that it will:

- Participate freely with the DHS monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Include in your model, plans to ensure that if help is sought, the proposed population has a means to access additional sources of services and supports, as appropriate.
- Obtain approval of the DHS Grant Manager of flyers and brochures prior to printing to ensure that appropriate citations are included and the focus of the flyers and brochures meet the public information and education needs for which they are designed to address. Printed material must cite the funding source: U.S. Department of Health and Human Services/Family Violence Prevention Services Grant and D. C. Department of Human Services/Family Services Administration.
- Include in your model a demonstration of your ability to provide documentation of outcomes, including program successes, unmet needs, barriers, and problems encountered in the implementation of this grant.
- Include in your model a demonstration of your ability to conduct a public awareness and education campaign on issues related to domestic violence for the Latino community that shall include information about the prevalence of domestic violence, warning signs, the impact of domestic violence on children, and how and where victims may go for help.



- Include a demonstration of your ability to conduct a campaign that may include, but not be limited to: workshops to provide information and education to the Latino community about domestic violence and workshops to provide information to service providers about serving the Latino community to increase access to services.
- The grantee shall include in your model a demonstration of your ability to develop and distribute informational materials printed in Spanish, and which may include, but are not limited to: brochures, flyers, and public service announcements which will provide information to educate the targeted Latino public about domestic violence and provide information about where victims can go for assistance;
- The grantee shall include in your model a demonstration of your ability to develop and distribute resource information about support services, particularly those which serve the Latino community, to provide information about emergency shelter, counseling, financial assistance, health services, and legal assistance for victims of domestic violence.
- The grantee shall include in your model a demonstration of your ability to develop and provide information about domestic violence through interviews, conferences, panel discussions, television and radio programming, newspapers, and other specific gatherings that reach into the Latino community in the District of Columbia;
- The grantee shall include in your model a demonstration of your ability to develop partnerships with community-based agencies that serve victims of family violence to ensure that the Latino community is represented.

## **CONFIDENTIALITY OF RECORDS**

This RFP does not anticipate the provision of direct services; but if victims of domestic violence become known to the grantee, all information concerning victims of domestic violence is to be held strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the Information, Education and Outreach grant.

## Reporting Requirements

The Grantee shall be prepared to complete and submit the following reports.

**Monthly Reports:** Grantees should be prepared to report information to DHS in a manner conducive with the data-base management system to be utilized for this grant and provide a monthly report to the grant manager by the 15<sup>th</sup> day after the end of each month of services provided, regarding the progress towards completion of tasks and requirements in the scope of service. At a minimum, data collection items will include the following information:

- draft copies of all educational and any other materials for use in implementing this grant, for approval by Family Services Administration prior to preparation in final form and dissemination;
- the dates and location of all domestic violence information, education, and outreach activities conducted during the reporting month;
- the number of Latino women, men, and adolescents reached in the information, education, and outreach activities (e.g. workshops, seminars, courses, fairs, public events, etc.);
- demographics of the population served;
- information about collaboration with other organizations serving the target population; and
- status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, identification of any exceptional issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas.

**Final Report:** The applicant shall submit to the grant manager, at the DHS/FSA, a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

**Unusual Incident Reports:** The Grantee shall report unusual incidents by facsimile or telephone to the Program Administrator within 24 hours of the event, and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative Agency's employees or Grantee's staff) or customers and is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical facility; complaints from families of clients; requests for information from the press, attorneys, or government officials outside of DHS staff involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

## **SECURITY CERTIFICATIONS**

If the applicant is going to conduct any information, education, and outreach activities in schools or youth centers and will come into contact with students or residents under 18 years of age, the applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Except for professionals licensed in accordance with DC Official Code, 3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

## **TRANSFER OF OWNERSHIP OF PRINTED MATERIALS**

The applicant shall transfer ownership of all materials including flyers, brochures, and resource materials to the D.C. Department of Human Services, Family Services Administration, upon the completion of this grant.

## **CERTIFICATIONS AND ASSURANCES**

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

### **Part 3 - Public Information and Education Campaign Focusing on An Identified Under-Served Population (Under-served Seniors, Adolescents, Racial, Ethnic, Sexual, or Other Special Populations)**

#### **Overview**

The Department of Human Services/Family Services Administration expects to reach at least one identified under-served population in the District of Columbia other than the A/PI community and the Latino community with information about domestic violence and where victims of domestic violence can go for services. The applicant shall identify the under-served community that may include, but is not limited to: seniors; adolescents; a specific racial community; a specific ethnic community; the gay, lesbian, transsexual, and transgender community; or another community which could benefit from information, education, and outreach about domestic violence. The applicant shall develop and conduct an information, education, and outreach campaign about domestic violence that may include: workshops, conferences, distribution of safety information and plans, participation in public events that highlight domestic violence issues, public service announcements, publication of information in newspapers, or distribution of brochures and flyers about domestic violence.

## **GENERAL RESPONSIBILITIES**

The following tasks must be included and defined as part of all model programs:

***Outreach*** – Grantees will be responsible for targeted outreach activities in order to educate and inform the identified under-served population about domestic violence and where victims of domestic violence can seek assistance.

***Capacity*** – The applicant will be responsible for developing, planning, and conducting an information, education and outreach campaign about domestic violence for an under-served population identified by the applicant that may include: seniors; adolescents; a specific racial community; a specific ethnic community; the gay, lesbian, trans-sexual, and transgender community or another under-served population identified by the applicant. The applicant will not be responsible for direct services to victims of domestic violence, but shall keep and submit to the grant manager statistical information about the number of requests for assistance received from victims of domestic violence in the identified under-served population and the number of clients referred for services.

***Targeted Goals/Objectives*** – The applicant must provide details about their involvement in the neighborhood it wishes to serve and how, based on that experience, it has derived the model proposed for funding. For example, a proposal might include definitive plans to provide services during nontraditional hours if it has been the experience of the organization that contact with identified under-served population is most accessible during nontraditional hours. There must be clearly defined outcomes that are measurable in terms of the number of people reached in the identified under-served populations.

***Contact Planning*** – Information, education, and outreach is needed for the identified under-served populations in the District of Columbia. Once initial contacts are made, a plan for engaging and educating the target populations about domestic violence must be developed. DHS will develop reporting requirements for the grantees. Grantees have up to three (3) months to implement the information, education, and outreach campaign and all activities shall be completed within the program year. Please note that the DHS program monitor will be available for consultation.

## **Target Population**

The target population for this portion of the grant shall be an identified under-served population in the District of Columbia which may include: seniors; adolescents; a specific racial group; a specific ethnic group; the gay, lesbian, transsexual and transgender community; or another under-served population in the District of Columbia and service providers that serve victims of domestic violence. The identified under-served community will include victims and potential victims of domestic violence including married or co-habiting adults and families with children. The identified target population shall be large enough to warrant a special information and outreach campaign.

## **Additional Grantee Requirements**

The grantee must ensure that it will:

- Participate freely with the DHS monitoring team, providing information such as positive outcome stories, information about special events, issues/concerns, etc., as needed.
- Be willing to provide data to DHS in a manner conducive with the data-base management system to be used by DHS for this initiative.
- Based on the need and population to be served, ensure DHS that culturally sensitive activities will be utilized and that culturally-trained staff will be part of the model proposed.
- Include in your model, plans to ensure that if help is sought, the proposed population has a means to access additional sources of services and supports, as appropriate.
- Obtain approval of the DHS Program Administrator of flyers and brochures prior to printing to ensure that appropriate citations are included and the focus of the flyers and brochures meet the public information and education needs for which they are designed to address. Printed material must cite the funding source: U.S. Department of Health and Human Services/Family Violence Prevention Services Grant and D. C. Department of Human Services/Family Services Administration.
- Include in your model a demonstration of your ability to provide documentation of outcomes, including program successes, unmet needs, barriers, and problems encountered in the implementation of this grant.
- Include in your model a demonstration of your ability to conduct a public awareness and education campaign on issues related to domestic violence for the identified under-served population that shall include information about the prevalence of domestic violence, warning signs, the impact of domestic violence on children, and how and where victims may go for help.
- Include a demonstration of your ability to conduct a campaign that may include, but not be limited to: workshops to provide information and education to the identified under-served population about domestic violence and workshops to provide information to service providers about serving the identified under-served population to increase access to services.
- The grantee shall include in your model a demonstration of your ability to develop and distribute informational materials which may include, but are not limited to: brochures, flyers, and public service announcements which will provide information to educate the targeted under-served population about domestic violence and provide information about where victims can go for assistance;

- The grantee shall include in your model a demonstration of your ability to develop and distribute resource information about support services, particularly those which serve the identified under-served populations, to provide information about emergency shelter, counseling, financial assistance, health services, and legal assistance for victims of domestic violence.
- The grantee shall include in your model a demonstration of your ability to develop and provide information about domestic violence through interviews, conferences, panel discussions, television and radio programming, newspapers, and other specific gatherings that reach into identified under-served population in the District of Columbia;
- The grantee shall include in your model a demonstration of your ability to develop partnerships with community-based agencies that serve victims of family violence to ensure that the identified under-served population is represented.

### **CONFIDENTIALITY OF RECORDS**

This RFP does not anticipate the provision of direct services; but if victims of domestic violence become known to the grantee, all information concerning victims of domestic violence is to be held strictly confidential and shall not be divulged to unauthorized persons. The applicant must demonstrate an ability to maintain the confidentiality of customer information and to report the information specified below to DHS. Specifically, the applicant must agree to and abide by the following conditions:

- Any client information shall be kept confidential and shall not be open to public inspection, nor shall their contents or existence be disclosed to the public. If client records are maintained, they may not be divulged to unauthorized persons.
- No person receiving information concerning a victim of domestic violence shall publish or use the information for any purpose other than that for which it was obtained, reviewed, or presented.
- The applicant entity shall submit with the application a signed confidentiality statement, found in Attachment H, for each current staff person who will be working on the Information, Education and Outreach grant.

### **Reporting Requirements**

The Grantee shall be prepared to complete and submit the following reports.

**Monthly Reports:** Grantees should be prepared to report information to DHS in a manner conducive with the data-base management system to be utilized for this grant and provide a monthly report to the grant manager by the 15<sup>th</sup> day after the end of each month of services provided, regarding the progress towards completion of tasks and requirements in the scope of service. At a minimum, data collection items will include the following information:

- draft copies of all educational and any other materials for use in implementing this grant,

for approval by Family Services Administration prior to preparation in final form and dissemination;

- the dates and location of all domestic violence information, education, and outreach activities conducted during the reporting month;
- the number of women, men, and adolescents reached in the targeted under-served population through information, education, and outreach activities (e.g. workshops, seminars, courses, fairs, public events, etc.);
- demographics of the population served;
- information about collaboration with other organizations serving the target population; and
- status of the work plan, indicating the extent to which established milestones for the reporting month have been accomplished, identification of any exceptional issues or problems that may have arisen, and any proposed revisions to the work plan to address problem areas.

**Final Report:** The applicant shall submit to the grant manager, at the DHS/FSA, a final report no later than the 30<sup>th</sup> day after expiration of the Grant Agreement, summarizing all service delivery data, accomplishments, issues and recommendations.

**Unusual Incident Reports:** The Grantee shall report unusual incidents by facsimile or telephone to the Grant Administrator within 24 hours of the event, and in writing within five (5) days after occurrence. An unusual incident is an event which affects staff (Administrative Agency's employees or Grantee's staff) or customers and is significantly different from the regular routine or established procedures. Examples include, but are not limited to: unusual death; injury; unexplained absence of a client; physical, sexual, or verbal abuse of a client by staff or other clients; staff negligence, fire, theft, destruction of property, or sudden serious problems in the physical facility; complaints from families of clients; requests for information from the press, attorneys, or government officials outside of DHS staff involved with the grant; and client behavior requiring attention of staff not usually involved in their care.

### **SECURITY CERTIFICATIONS**

If the applicant is going to conduct any information, education, and outreach activities in schools or youth centers and will come into contact with students or residents under 18 years of age, the applicant must provide certifications herein that if funded, as grantees(s) it shall conduct routine pre-employment criminal record background checks of all the grantees(s)' staff that will provide services under this/these contact(s) as permitted by applicable D.C. law. Except for professionals licensed in accordance with DC Official Code, 3-1201.01 *et seq.*, the grantee(s) unless said persons has undergone a background check, to include a National Criminal Information Center Report and Child Protective Services Report (Abuse and Neglect). Any conviction or arrest identified in the background checks of the grantee(s) employees will be

reported to the DHS/Office of Inspection and Compliance, which will determine the employee's suitability for employment.

#### **TRANSFER OF OWNERSHIP OF PRINTED MATERIALS**

The applicant shall transfer ownership of all materials including flyers, brochures, and resource materials to the D.C. Department of Human Services, Family Services Administration, upon the completion of this grant.

#### **CERTIFICATIONS AND ASSURANCES**

Applicants shall complete and return the Certifications and Assurances found in Attachments B and C with the application submission.

### **SECTION III**

#### **GENERAL PROVISIONS**

##### **Payment Provisions**

The District shall make payments on approved invoiced amounts in accordance with the terms of the Grant Agreement which results from the RFA. All payment requests shall be accompanied by a copy of the report covering the period for which reimbursement is being requested. Payment requests shall be based on invoices with supporting source documentation, as may be required by the DHS Program Administrator.

##### **Insurance**

The applicant, when requested, must be able to show proof of all insurance coverage required by law. All applicants that receive awards under this RFP must show proof of insurance prior to receiving funds.

##### **Audits**

The District may have the applicant's expenditure statements and source documentation audited on any occasion during the grant period prior to the final payment as well as three (3) years thereafter.

##### **Nondiscrimination in the Delivery of Services**

In accordance with Title VI of the Civil Rights Act of 1964, as amended (Pub. L. No. 88-352; 78 Stat. 241 (1964)) no person shall, on the grounds of race, color, religion, nationality, sex, or political opinion, be denied the benefits of, or be subjected to discrimination under, any program activity receiving federal funds.

In accordance with the DC Human Rights Act of 1977, as amended, D.C. Official Code §2-1401.01(2010) et seq., (Act) the District of Columbia does not discriminate on the basis of race,



color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, family status, family responsibilities, matriculation, political affiliation, disability source of income, or place of residence or business. Sexual harassment is a form of sex discrimination which is also prohibited by the Act. Discrimination in violation of the Act will not be tolerated. Violators will be subject to disciplinary actions.

In accordance with the DC Language Access Act of 2004 (D.C. Law 15-167; D.C. Official Code § 2-1931 et seq.), District government programs, departments, and services must assess the need for, and offer, oral language services and provide written translation of vital documents into any non-English language spoken by a limited or no-English proficient population that constitutes 3% or 500 individuals, whichever is less, of the population served or encountered, or likely to be served or encountered.

### **Staff Requirements**

The applicant shall employ adequate administrative, professional, and paraprofessional staff to meet the specifications of the scope of work and shall maintain documentation that staff possesses adequate training and continued competence to perform the duties, which they have been assigned. All social workers shall be licensed and other professional staff shall maintain appropriate credentials.

The applicant shall maintain a complete written job description covering all positions funded through the grant, which must be included in the project files and be available for inspection on request. The job description shall include education, experience, and/or licensing/certification criteria, a description of duties and responsibilities, hours of work, salary range and performance evaluation criteria. When hiring staff for this grant project, the applicant shall obtain written documentation of work experience and personal references.

The applicant shall maintain a personnel file for each project staff member which will contain the application for employment, professional and personal references, applicable credentials/certifications, pre-employment criminal record background checks, records of required medical examinations, personnel actions including time records, documentation of all training received, notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from employment. All of these personnel materials shall be made available to the Program Administrator upon request.

The applicant shall provide orientation sessions for each staff member and volunteer with respect to administrative procedures, program goals, and policies and practices to be adhered to under the applicant agreement.

If volunteers are used on this project, the applicant shall maintain a personnel file for each volunteer that shall contain documentation of professional and personal references, applicable credentials/certifications, training completed, and information documenting skills which

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contribute toward the success of this project. Notation of any allegations of professional or other misconduct, applicant's action with respect to the allegations and the date and reason if terminated from the project shall also be maintained in the volunteer file. All of these personnel materials shall be made available to the Program Administrator upon request.

The applicant shall maintain a current organizational chart that displays organizational relationships and demonstrates who has responsibility for administrative oversight of the project.

Any changes in staffing patterns or job descriptions shall be approved in writing in advance by the DHS/FSA Program Administrator.

### **Facility Requirements**

a. Regulations

The applicant's facilities used during the performance of this grant agreement shall meet all applicable Federal, state, and local regulations for their intended use throughout the duration of the grant agreement. The applicant shall maintain current all required permits and licenses. The applicant's failure to do so shall constitute a failure to perform under the agreement and become a basis for termination of the grant agreement for default.

b. Emergency Back-Up Site

The applicant shall assure that an emergency site facility has been identified should the primary facility become unavailable for use as a result of a catastrophic event.

c. Accessibility

All facilities offered for the provision of services under the grant agreement shall be accessible to persons with mobility and other limitations, e.g., persons who are blind, deaf or hearing impaired, consistent with Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (2006); and the Rehabilitation Act of 1973 § 504, 29 U.S.C. § 794 (2006), which shall be incorporated in the grant agreement by reference.

d. Maintenance

All supplies and services routinely needed for maintenance and operation of the facility, such as security, janitorial services, or trash pickup shall be provided by the applicant.

## **Performance Standards and Quality Assurance**

The applicant shall monitor and evaluate activities associated with completing this project. At a minimum, the quality assurance program shall include a review of the timely completion of tasks and progress made toward achieving the goals of the project.

The applicant shall develop and implement policies and procedures to evaluate the accuracy of data collection and reporting activities.

The applicant shall participate in the evaluation of the project by appropriate internal staff and/or external evaluators with the assurance that client confidentiality will be maintained. These activities may include, but are not limited to, site visits, client surveys, or other data collection activities.

The applicant shall involve the target populations in customer satisfaction surveys to the extent possible and shall address issues and suggestions raised by the target populations when feasible.

## **Records**

The applicant shall keep accurate records of the program and the ongoing progress of the program activities. The applicant shall provide the program administrator, and other authorized representatives of the Department of Human Services and the District government, such access to programs and financial records as may be necessary for monitoring purposes. To ensure confidentiality and security, records should be kept in a locked file controlled by the applicant's senior staff. The applicant shall retain all records for at least three (3) years following final close-out of the grant. The applicant shall retain all records for at least three (3) years following final close-out of the grant.

## **Evaluation**

The applicant shall describe the plan that will be used to evaluate the effectiveness of the project, including the extent to which efforts are made to assure the continual improvement of quality as evidenced by completion of work plan activities and prompt receipt of deliverables.

The applicant shall indicate the criteria to be used to assess the results of the evaluation process.

The applicant shall describe the kinds of data to be collected and analyzed, explaining how it will provide the basis of an evaluation that is appropriate, objective and quantifiable. The applicant shall explain the methodology that will be used to determine if the needs of the project designed are being met.

The Program Administrator shall be authorized to assess the applicant's performance with respect to accomplishing the purposed of the Grant Agreement. Specifically, the applicant's performance shall be assessed to determine the quality of the services delivered and the applicant's ability to deliver services according to the deadlines established in the Agreement.

## **Monitoring**

With responsibility for monitoring and evaluating funded project, representatives of the Family Services Administration will make periodic scheduled and unscheduled visits to project sites. During such visits, the Grantee is required to provide such access to its facilities, records, clients and staff as may be necessary for monitoring purposes.

## **Additional Provisions**

### **Faith-Based Organizations**

Religious organizations are eligible, on the same basis as any other organization to participate as long as the services funded by the Family Violence Prevention Services (FVPS) grant are provided consistent with the Establishment Clause and the Free Exercise Clause or the First Amendment to the United States Constitution, in accordance with United States Executive Order 13279 of December 12, 2002.

### **Termination of the Grant**

This grant is being issued from the date of award and is expected to continue until the project is completed or through September 30, 2011, whichever comes first. The FY 10 grant award indicates that all funds must be expended by September 30, 2011, so carry-over will not be possible if funds cannot be completely expended by September 30, 2011. The Department may exercise an option to renew the grant for up to two additional years if services are satisfactory, it is determined that it is in the best interests of the District of Columbia to extend the grant, and funds are available. Should an applicant intend to discontinue the provision of services prior to the conclusion of the grant period, the applicant must notify the Department of Human Services, Family Services Administration in a written statement at least 60 days prior to the abatement of services.

### **Rights to Data**

All data first produced in the performance of this grant shall be the sole property of the District of Columbia. The applicant shall not publish or reproduce such data in whole or in part or in any manner or form, or authorize others to do so, without written consent of the District until such time as the District may have released such data to the public.

### **Compliance with Tax Obligations**

Prior to execution of a grant agreement a recipient must be in compliance with tax requirements in the District or other eligible jurisdiction and with federal tax laws and regulations. Non-profit organizations must register annually to meet tax exemption requirements and must provide a Certificate of Good Standing prior to execution of the grant agreement.

## **SECTION IV**

### **APPLICATION SUBMISSION**

#### **Submission Date and Time**

In order to be considered for funding, applications must be received no later than **4:45 p.m. on Monday, August 30, 2010**. All applications will be recorded upon receipt. Applications received after 4:45 p.m. on August 30, 2010 will not be considered for funding. Supplements, deletions or changes to the application will not be accepted after submission.

#### **Number of Copies**

The original and five (5) copies of the application must be submitted in a sealed envelope or package by the deadline date and time. Two (copies) of the Applicant Profile (Attachment D) must be affixed to the outside of each envelope or package. Applications will not be considered for funding if the applicant fails to submit the required number of copies. Emailed or faxed applications will not be accepted.

#### **Location to Submit Application**

Applications must be received at or before the deadline date and time at the following location:

The Department of Human Services  
Family Services Administration  
645 H Street, N.E. 3<sup>rd</sup> floor  
Washington, DC 20002  
Contact Person: Dr. Sheila Jones  
Phone: 202-299-2155

#### **Mail/Courier/Messenger Delivery**

Applicants should allow at least one hour before the deadline time to clear security protocols. Applications mailed or delivered by messenger/courier services must be received by **4:45 p.m. on Monday, August 30, 2010**. Applications arriving via messenger/courier services after the posted deadline of 4:45 on Monday, **August 30, 2010** will not be considered for funding. Application packages must be delivered to the attention of Dr. Sheila Jones. Receipt of applications must be by a Family Services Administration staff member and not left at the security desk or other location by the courier service.

**LATE APPLICATIONS WILL NOT BE ACCEPTED**

## **SECTION V**

## **REVIEW AND SCORING OF APPLICATIONS**

### **Review Panel**

The review panel will be composed of neutral, qualified, professional individuals who have been selected for their unique experiences in human service, data analysis, evaluation, and social services planning and implementation. The review panel will review, score, and rank each applicant's proposal. Upon completion of its review, the panel shall make recommendations for awards based on the scoring process. DHS shall make the final funding determinations.

### **Scoring Criteria**

Applicants' proposal submissions will be objectively reviewed against the following specific scoring criteria.

#### **Criterion A: Program Design (Total 40 Points)**

1. The proposed activities and work plan will result in timely project start-up, in the accomplishment of project objectives, and are consistent with program objectives described in the Program Scope.  
**(10 Points)**
2. The proposal clearly describes the strategies for reaching the targeted population and describes a realistic plan to provide one-on-one counseling and case management services at a counseling center or in the community to at least 150 victims of domestic violence with licensed social workers or other professional staff with expertise in working with victims of domestic violence.  
**(20 points)**
3. The proposal clearly describes the strategies for establishing partnerships with shelters and schools and describes a realistic plan to establish support groups for at least 100 victims and potential victims of domestic violence that will be led by licensed social workers or other professional staff with expertise in the working with victims of domestic violence.  
**(10 points)**

#### **Criterion B: Organizational Capability and Relevant Experience (Total 35 Points)**

1. The applicant must demonstrate the knowledge and experience relevant to the service applied for and in serving the target population.  
**(10 Points)**
  - The applicant provides documented community ties, experience (e.g. linkages with other community-based organizations) working with the

target population, and the capacity to successfully meet the responsibilities associated with this grant.

- If no experience has been acquired, describe how past linkages to the community will prove beneficial in this undertaking.
2. Cultural competency and appropriateness (racial, ethnic, economic, gender, age, disability, etc.) of services are demonstrated.

**(10 Points)**

- Applicant has identified and has demonstrated an understanding of issues affecting the target population.
  - Letters of support from community-based organizations and/or advocacy groups are provided.
3. The applicant has a clear plan to hire or has qualified staff with the training and experience to conduct personal communications and deliver a public information and education campaign. In addition, staff who can develop informational and educational materials and has helped reduce customer barriers to receiving information about domestic violence. The applicant also has the technical capability to maintain an information-base sufficient to produce required reports for DHS. At a minimum, required tasks for the Outreach Coordinator position must include the following:
- Participate in neighborhood outreach activities. Work with a wide variety of community organizations and the target population. Participate in community information and education efforts.
  - Ensure that residents in neighborhoods are aware of information and services provided for victims of domestic violence. Disseminate information as appropriate. Respond to individual requests for information as appropriate.
  - Partners with community providers and government partners to develop training and workshop opportunities for victims of domestic violence and service providers. **(15 Points)**

**Criterion C                      Sound Fiscal Management and Reasonable Budget (Total 20 Points)**

1. The applicant provides evidence of sound fiscal management and financial stability and documents the availability of resources other than the grant funds that supports the organization.

**(10 Points)**

2. The applicant demonstrates that the proposed budget is reasonable, realistic and will achieve project objectives.

**(10 Points)**

## **Criterion D**

### **Overall Feasibility of the Project (Total 5 Points)**

Applicant provides documentation that the proposed program will be fully supported by management and the governing body of the applicant (parent organization, if applicable), in that the project is compatible with the mission of the organization and will be effectively coordinated and integrated with its other activities.

### **Decision on Awards**

The recommendations of the review panel are advisory only and are not binding on the Department of Human Services. The final decision on awards rests solely with DHS. After reviewing the recommendations of the review panel and any other information considered relevant, DHS shall decide which applicants to award funds and the amounts to be funded.

## **SECTION VI**

### **APPLICATION FORMAT**

Applicants are required to follow the format below and each application must contain the following information:

- Applicant Profile (**See Attachment A**)
- Table of Contents
- Application Summary (**Not to exceed 3 pages**)
- Project Narrative (**Not to exceed 20 pages**)
- Certifications and Assurances (**Not counted in page total, Attachments B and C**)
- Program Budget and Budget Narrative (**Not counted in page total, Attachment G**)
- Appendices (Attachments: E - Work Plan; F – Staffing Plan; I – Collaboration Commitment Form; J – Confidentiality Statement, Appropriate Resumes, Organization Chart, Position Descriptions) (**Not counted in page total**)

The maximum number of pages for the total application cannot exceed 60 pages on 8½ by 11-inch paper. Margins must be no less than 1 inch and a font size of 12-point is required (New Times Roman type recommended). Pages should be sequentially numbered. The review panel shall not review applications that do not conform to these requirements.

### **Description of Application Sections**

The purpose and content of each section is described below. Applicants should include all information needed to adequately describe their objectives and plans for services. It is important that applications reflect continuity among the goals and objectives, program design, work plan of activities, and that the budget demonstrates the level of effort required for the proposed services.

#### **Applicant Profile**

Each application must include an Applicant Profile, which identifies the applicant, type of organization, project service area and the amount of grant funds requested. See Attachment A.



## **Table of Contents**

The Table of Contents should list major sections of the application with quick reference page indexing.

## **Application Summary**

This section of the application should be brief and serve as the cornerstone of the application. The application summary should highlight the major aspects of the objectives that are discussed in depth in other sections of the application.

## **Project Narrative**

This section of the application should contain the narrative that justifies and describes the project to be implemented. The project narrative should include the following:

- Specific, measurable program objectives for the service area of the application;
- Specific service(s) to be provided;
- Detailed work plan for activities;
- Proposed impact of the project due to the involvement of your organization;
- History with the specified community in general; and
- Experience with outreach activities in this community. If no experience, describe how past linkages to the community will prove beneficial in this undertaking.

## **Program Budget and Budget Narrative**

A standard budget form is provided in Attachment E. The budget for this application shall contain detailed, itemized cost information that shows personnel and other direct costs. The detailed budget narrative shall contain a justification for each category listed in the budget. The narrative should clearly state how the applicant arrived at the budget figures.

<b>PERSONNEL:</b>	Show proposed salaries and wages for all project staff.
<b>FRINGE BENEFITS:</b>	Include in proposed benefits comparable to those paid to the other members of the Applicant's staff. Show fringe rate.
<b>TRAVEL:</b>	Show proposed expenditures for travel, including estimated staff, consultant and participant travel. Include per diem and reimbursement policy.
<b>SUPPLIES:</b>	List proposed supplies and educational materials.
<b>OTHER:</b>	Show rental or leasing of space for the project. Rents proposed must be comparable to prevailing rates in the surrounding geographic area. Include utilities and telephone and maintenance services directly related to project activities. Include insurances, subscriptions and postage.

**INDIRECT:** Show calculation and indirect rate.

**Certifications and Assurances**

Applicants shall provide the information requested in Attachments B and C and return them with the application. If an applicant is not incorporated, a representative from the incorporated, collaborating organization must sign the Certifications and Assurances.

**Appendices**

This section shall be used to provide technical material, supporting documentation and endorsements. Such items may include:

- Audited financial statement;
- Indication of organization status;
- Roster of the Board of Directors;
- Proposed organizational chart for the project;
- Organizational budget (as opposed to project budget);
- Letters of support or endorsements;
- Staff resumes (if applicable); and
- Planned job descriptions (if applicable).

<b>Section VII</b>	<b>LIST OF ATTACHMENTS</b>
Attachment A	Applicant Profile
Attachment B	Certifications
Attachment C	Assurances
Attachment D	Original Receipt
Attachment E	Work Plan
Attachment F	Staffing Plan
Attachment G	Budget
Attachment H	Definitions
Attachment I	Collaboration Commitment Form
Attachment J	Confidentiality Statement